

Agreement Template
CCFS Data Center

*This template is provided for informational purposes.
CCFS will develop a specific agreement for each project*

1. The CCFS Data Center will provide support for the project entitled:
2. This research project will be conducted by the following persons: (List all persons who will be using the Data Center or otherwise accessing non-public data)
3. This project will use data from the following CCFS data sets:
(specify data system - i.e. MEPS Household Component 1997)
4. The project is described in the attached project proposal.
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- 5.. The CCFS Data Center will provide the following during the period of the project
 - Space in the Data Center
 - A personal computer connected to the AHRQ secure lan, SAS and office productivity software (*indicate special arrangements*)
 - Usual and reasonable support regarding use of the data set identified above.
 - Usual and reasonable computer maintenance
6. The Data Center will provide the following data (*attach list of specific data items*)
7. The researcher will bring the following data into the data center. For each of data sets, identify whether the data owner or sponsor has granted permission for the data to be used in the data center, and to have research variables from that data made available for all Data Center users. Unless permission to use the data has been denied by the sponsor/owner and an alternative arrangement agreed to be AHRQ and the researcher, all data brought to the CCFS Data Center will be made available to all Data Center users. (*Note other exceptions due to confidentiality, or other legal restrictions on use below*)
8. If merging is required, the researcher recognizes that any merging of files requiring the use of identifying or potentially identifying data will be conducted by AHRQ staff or its authorized contractors. All identifiers will be removed from the file once the merge is completed. The resulting data set will then be considered restricted and its use is limited to the CCFS Data Center.
9. The research output the researcher anticipates wanting to remove from the Data Center is specified generally in Section ____ of the attached proposal. Due to the possible risk of disclosing confidential information on individual respondents and potential violation of federal law, the researcher recognizes that it may not be permissible to remove some types of output, especially descriptive statistics. Data that is identifiable or potentially identifiable is restricted by

law and cannot be provided to the researcher or removed from the Data Center. The researcher acknowledges that the judgement of the Manager of the CCFS Data Center is final with respect to determining what data is identifiable or potentially identifiable, and agrees to abide by that determination.

10.. The researcher, having read the Affidavit of Confidentiality (which must be signed prior to using any data), including section 908(c) and any other confidentiality statements that may be required for use of the specific data set, Agrees to the following:

- To make no copies of any files or portions of files to which I am granted access, except those authorized by CCFS Data Center staff.
- To return to CCFS all restricted materials to which I have been provided access during the conduct of my research at the CCFS Data Center, and other materials as requested.
- Not to use any technique in an attempt to learn the identity of any person, establishment, or sampling unit not identified on public use data files.
- To hold in strictest confidence the identification of any establishment or person that may be inadvertently revealed in any document or discussion, or analysis. Such inadvertent identification revealed in my analysis will immediately be brought to the attention of CCFS Data Center staff.
- Not to remove any printouts, electronic files, documents or media unless they have been approved for release by authorized CCFS Data Center staff.
- Not to remove from the Data Center any written notes pertaining to the identification of any establishment or individual that may be revealed in the conduct of my research at the Data Center.
- To make available for inspection by CCFS Data Center staff any materials brought into the Data Center.

11. A CCFS Data Center staff member must examine all research output that the researcher wishes to remove from the Data Center to prevent disclosure of restricted information. This process is called disclosure analysis. The researcher agrees to submit all research output to designated Data Center staff persons for disclosure analysis. Output may not be removed from the Data Center until approval is obtained from a designated Data Center staff person. Disclosure analysis includes the following steps.

- At the beginning of the project, the researcher will discuss with a designated Data Center staff person the specific output the researcher intends to remove and the process of disclosure analysis. The researcher will submit all requests for output in the form requested by the staff person, along with any supplemental information stipulated by the Data Center staff.

- The researcher understands that in some instances, disclosure analysis can take considerable lead time. Delaying a discussion on what products can be removed until the project is nearly complete can greatly delay a project, or prevent the removal of any data.
- The products produced at the Data Center are not official AHRQ products and the researcher agrees to insert the following disclaimer in any publication or report: “The research in this paper was conducted at the CCFS Data Center, and the support of AHRQ is acknowledged. The results and conclusions in this paper are those of the author and do not indicate concurrence by AHRQ or the Department of Health and Human Services.”

12. To maintain project documentation as well as a record of research at the CCFS data center the researcher will:

- Provide brief progress reports on the research on a mutually agreed to schedule.
- Send to the CCFS Data Center copies of all reports, journal articles, book chapters and the like resulting from this project. Any publication must include the standard disclaimer as indicated above.
- Provide a report on the data work conducted as part of the project. This report will document the main data set used and created, describe any problems encountered and solutions devised.
- Provide a brief final report at the end of the project. This report will include a non-technical summary of the results and information sufficient for other researchers to reconstruct the results. This will be a record of data set names, descriptions of content, program names and descriptions of what they do.

13. The researcher is encouraged to present research results at one of the AHRQ seminar series.

14. The researcher understands that failure to substantively comply with this agreement may result in termination of the project and/or rejection of subsequent requests

15. NOTE ANY OTHER TERMS BELOW:

Charges

The charge for the requested facilities and support is _____, payable in _____ installments of _____. The exact charges will be based on the actual costs incurred. In the unlikely event that these costs exceed the budgeted total, CCFS will notify the researcher in advance of incurring excess charges.

The project period will provide a total of _____ days of use, at _____ days per week for _____ months.

Researcher

Date

Manager, CCFS Data Center

Date

Director, CCFS

Date